

**SCHOOL NUTRITION  
PROGRAM  
ADMINISTRATIVE REVIEW  
OFFSITE ASSESSMENT  
TOOL  
MODULE: SPECIAL  
PROVISION OPTIONS**  
Questions 2100-2111

Welcome to the SD Child and Adult Nutrition Services webinar.  
The following training will provide a brief overview for the 2100-series of the  
Administrative Review, also known as the Special Provision Options Module.

## SPECIAL PROVISION OPTIONS

If your SFA **does not** participate in a Special Provision Option (Provision 1, 2, 3 or Community Eligibility Provision) please check the Not Applicable box at the top of each section.

**\*\* For Provision 2 ONLY\*\***

Not applicable (if no schools in the SFA operate Provision 2, skip this page)

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If your SFA does not participate in a Special Provision Option (Provision 1, 2, 3 or Community Eligibility Provision) please check the Not Applicable box at the top of each section.

## SPECIAL PROVISION OPTIONS Q 2100 PROVISION 2 ONLY

- **Are non-Federal funds being properly allocated to account for the difference of offering all meals to students at no charge and the Federal Reimbursement?**

- Answer Yes or No



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These first several questions are for Provision 2 only.

Question 2100: Are non-Federal funds being properly allocated to account for the difference of offering all meals to students at no charge and the Federal Reimbursement?

This is a yes or no question

## SPECIAL PROVISION OPTIONS Q 2100 PROVISION 2 ONLY (CONTINUED)

■ Answer Yes or No

- ✓ ■ YES indicates that you are using Non-Federal Funds (like General Funds or ISEP funds) to cover the cost of offering all meals to students at no cost
- ✗ ■ NO indicates that you are not using Non-Federal Funds to balance the food service account when offering meals at no cost for all students

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*Answer YES if you are using Non-Federal Funds (like General Funds or ISEP funds) to cover the cost of offering all meals to students at no cost*

*Answer NO if you are not using Non-Federal Funds to balance the food service account when offering meals at no cost for all students*

Note: When operating a non-pricing meal service program for students, the program cost most likely outweighs the federal reimbursement received from USDA.

## SPECIAL PROVISION OPTIONS Q 2101 PROVISION 2 ONLY

- **What procedures are/were used to calculate the Base Year claiming percentages for each school implementing Provision 2?**
  - *If you **are in** a base year, explain how are you determined the claiming percentages for F/R/P*
  - *If you **are not** in a base year, explain what your claiming percentages are based on and how they were determined*

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Question 2101 asks: What procedures are/were used to calculate the Base Year claiming percentages for each school implementing Provision 2?

*If you **are in** a base year, explain how are you determined the claiming percentages for F/R/P*

*If you **are not** in a base year, explain what your claiming percentages are based on and how they were determined*

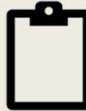
Also Describe the steps that were taken in calculating the school's established claiming percentages.

If claiming percentages have been established long ago, CANS staff may be able to provide assistance with this question.

**SPECIAL PROVISION OPTIONS Q 2102  
PROVISION 2 ONLY**

■ **What procedures are used to apply the Base Year claiming percentages to the Non-base Year's claims for reimbursement?**

■ *Describe how you use your claiming percentages to enter your SFA's monthly claim into iCAN*



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2102: What procedures are used to apply the Base Year claiming percentages to the Non-base Year's claims for reimbursement?

*Please Describe how you use your claiming percentages to enter your SFA's monthly claim into iCAN*

**SPECIAL PROVISION OPTIONS Q 2103  
PROVISION 2 ONLY**

■ **If applicable, were adjustments made to the claiming percentages established during the Base Year?**

■ Answer Yes or No



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Question 2103 says: If applicable, were adjustments made to the claiming percentages established during the Base Year?

This is a yes or no question

**SPECIAL PROVISION OPTIONS Q 2103  
PROVISION 2 ONLY (CONTINUED)**

■ Answer Yes or No

✓ ■ *Have you had any adjustments made to your Base Year claiming percentages? If so, answer YES and describe what procedure was used to make the adjustment*

✗ ■ *If you have not, answer NO and continue on to Question 2104*

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*Answer Yes if you Have had any adjustments made to your Base Year claiming percentages. And describe what procedure was that was used to make the adjustment*

*If you have not had any adjustments made to your Base Year claiming percentages, answer NO and continue on to Question 2104*

**SPECIAL PROVISION OPTIONS Q 2104  
PROVISION 2 ONLY**

- **Has the SFA ensured all meals are provided at no cost to all enrolled students during Provision 2 Base Year?**

- Answer Yes or No



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Question 2104: Has the SFA ensured all meals are provided at no cost to all enrolled students during Provision 2 Base Year?  
This is a yes or no question.

**SPECIAL PROVISION OPTIONS Q 2104**  
**PROVISION 2 ONLY (CONTINUED)**

■ Answer Yes or No

✓ ■ YES indicates that no student paid for a meal during your SFA's base year

✗ ■ NO indicates that a student paid for their meal during your SFA's base year; please explain this situation in the comments

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*Answer YES to indicate that no student paid for a meal during your SFA's base year  
Answer NO to indicate that a student paid for their meal during your SFA's base year;  
also, please explain this situation in the comments*

## SPECIAL PROVISION OPTIONS Q 2105 PROVISION 3 ONLY

- **Are non-Federal funds being properly allocated to account for the difference of offering all meals to students at no charge and the Federal Reimbursement?**

- Answer Yes or No



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We are now on 2105. This question may look similar to #2100, however, we are asking the question specifically for those operating Provision 3 not Provision 2.

Note that When you are operating a non-pricing meal service program for students, the program cost most likely outweighs the federal reimbursement received from USDA.

Question 2105 asks if non-federal funds (like General Funds or ISEP funds) are used to cover the excess expense of offering meals to students at no cost?

Are non-Federal funds being properly allocated to account for the difference of offering all meals to students at no charge and the Federal Reimbursement?

## SPECIAL PROVISION OPTIONS Q 2105 PROVISION 3 ONLY (CONTINUED)

■ Answer Yes or No

- ✓ ■ *YES indicates that you are using Non-Federal Funds (like General Funds or ISEP funds) to cover the cost of offering all meals to students at no cost*
- ✗ ■ *NO indicates that you are not using Non-Federal Funds to balance the food service account when offering meals at no cost for all students*

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Answer YES to indicate that you are using Non-Federal Funds (like General Funds or ISEP funds) to cover the cost of offering all meals to students at no cost

Answer NO to indicate that you are not using Non-Federal Funds to balance the food service account when offering meals at no cost for all students

## SPECIAL PROVISION OPTIONS Q 2106 PROVISION 3 ONLY

■ What procedures are/were used to calculate the Base Year claiming percentages for each school implementing Provision 3?



■ *If you **are in** a base year, how are you determining percentages for F/R/P?*

■ *If you **are not** in a base year what were your claiming percentages based on? How were they determined?*

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Question 2106: What procedures are/were used to calculate the Base Year claiming percentages for each school implementing Provision 3?

*If you **are in** a base year, how are you determining percentages for F/R/P?*

*If you **are not** in a base year what were your claiming percentages based on?*

*How were they determined?*

SPECIAL PROVISION OPTIONS Q 2107  
PROVISION 3 ONLY

■ **What procedures are used to apply the Base Year claiming percentages to the Non-base Year's claims for reimbursement?**

■ *Describe how you use your claiming percentages to file your SFA's monthly claim in iCAN*



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2107 says: What procedures are used to apply the Base Year claiming percentages to the Non-base Year's claims for reimbursement?

*Describe how you use your claiming percentages to file your SFA's monthly claim in iCAN*

**SPECIAL PROVISION OPTIONS Q 2108  
PROVISION 3 ONLY**

- **If applicable, were adjustments made to the claiming percentages established during the Base Year?**

- Answer Yes or No



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Now we are on Question 2108: If applicable, were adjustments made to the claiming percentages established during the Base Year?  
This is a yes or no question.

**SPECIAL PROVISION OPTIONS Q 2108**  
**PROVISION 3 ONLY (CONTINUED)**

■ Answer Yes or No

✓ ■ *Have you had any adjustments made to your Base Year claiming percentages? If so, answer YES and describe what procedures were used to make the adjustment*

✗ ■ *If you have not, answer NO*

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*Answer YES if you Have had any adjustments made to your Base Year claiming percentages. And please describe what procedures were used to make the adjustment*

*Answer NO if you have not had any adjustments made to your Base Year claiming percentages.*

**SPECIAL PROVISION OPTIONS Q 2109  
COMMUNITY ELIGIBILITY PROVISION ONLY**

- **Are non-Federal funds being properly allocated to account for the difference of offering all meals to students at no charge and the Federal Reimbursement?**

- Answer Yes or No



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We are now on questions that relate to those that operate CEP.

Question 2109: Are non-federal funds (like General Funds or ISEP funds) used to cover the excess expense of offering meals to students at no cost?

This question is a yes or no question.

Remember that when operating a non-pricing meal service program for students, the program cost most likely outweighs the federal reimbursement received from USDA.

**SPECIAL PROVISION OPTIONS Q 2109  
COMMUNITY ELIGIBILITY PROVISION ONLY *CONT.***

■ Answer Yes or No

- ✓ ■ *YES indicates that you are using Non-Federal Funds (like General Funds or ISEP funds) to cover the cost of offering all meals to students at no cost*
- ✗ ■ *NO indicates that you are not using Non-Federal Funds to balance the food service account when offering meals at no cost for all students*

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YES indicates that you are using Non-Federal Funds (like General Funds or ISEP funds) to cover the cost of offering all meals to students at no cost

NO indicates that you are not using Non-Federal Funds to balance the food service account when offering meals at no cost for all students

**SPECIAL PROVISION OPTIONS Q 2110  
COMMUNITY ELIGIBILITY PROVISION ONLY**

- **What procedures are used to apply the established ISPs to the current School Year's claims for reimbursement?**
  - *Describe how Identified Student Percentages (ISPs) were calculated and applied to claims for this School Year*
  - *Documentation will be verified during the On-Site Review*

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2110: What procedures were used to determine and apply established Identified Student Percentages to the current school year's claims for reimbursement?

To answer this question Describe how Identified Student Percentages (ISPs) were calculated and applied to claims for this School Year

In most cases, CANS staff conducted a full review of ISPs prior to approving the school site for CEP. As a school, please make sure that you maintain your CEP approval documentation on file.

**SPECIAL PROVISION OPTIONS Q 2110 CONT.  
COMMUNITY ELIGIBILITY PROVISION ONLY**

- **If applicable, were any adjustments made to the ISP and corresponding claiming percentages in the current SY? If yes, describe the procedure used for the adjustment.**
  
- *Describe how any adjustments were made to your ISP and how those changes were applied to your claiming percentages for your reimbursement claims*

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If applicable, were any adjustments made to the ISP and corresponding claiming percentages in the current SY? If yes, describe the procedure used for the adjustment.  
*For this, Describe how any adjustments were made to your ISP and how those changes were applied to your claiming percentages for your reimbursement claims*

**SPECIAL PROVISION OPTIONS Q 2111  
PROVISION 1 ONLY**

- **Are all households provided meal applications and allowed to apply for meal benefits each school year?**

- Answer Yes or No



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Question 2111 is only for Provision 1.

Are all households provided meal applications and allowed to apply for meal benefits each school year?

This is a yes or no question

**SPECIAL PROVISION OPTIONS Q 2111  
PROVISION 1 ONLY (CONTINUED).**

■ Answer Yes or No

✓ ■ *Yes indicates that you provide Free and Reduced Price Applications to your SFA's families every year*

✗ ■ *No indicates you do not provide Free and Reduced Price Applications to your SFA's families every year*

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Yes indicates that you provide Free and Reduced Price Applications to your SFA's families every year

No indicates you do not provide Free and Reduced Price Applications to your SFA's families every year

## CONTACT US!

### **CANS Office**

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Thank you for attending this webinar! If you have any questions about this training feel free to contact our office. You can email us at [DOESchoolLunch@state.sd.us](mailto:DOESchoolLunch@state.sd.us) or give us a call at 605-773-3413, or you can visit our website.

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(2) Fax: (202) 690-7442; or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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